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MEMORANDUM FOR THE CHAIRMAN, PROFESSIONAL SELECTION PANEL

SUBJECT : Personnel Selection Procedure

REFERENCE: Your memorandum, same subject, dated 11 September 1955

1. Application of Standards and Procedures

O/NE applies its standards and procedures for screening and selecting personnel for professional positions alike to candidates referred to it by Personnel and to candidates referred to it by individuals in or out of CIA.

2. Qualification Standards

Professional personnel are recruited for one of two positions in O/NE: As members of the Board of National Estimates (OS 16/1E), or the Estimates Staff (OS 7/15).

a. Board of National Estimates

Selected from among outstanding scholars of national repute, experts in the fields of strategy, political science, economics, and other social sciences, and individuals having the broadest experience in the field of intelligence at the highest level.

b. Estimates Staff

Selected for competence to give substantive staff support to the Board. Includes ability to: Prepare draft estimates from all sources including contributions of State, A-2, ONI, A-2, Joint Staff, JEC, and FBI, as well as contributions from O/RR and O/SI. The staff officers must be competent to provide knowledge and judgment on trends and developments in areas the world over. In addition, capacity to conduct successful negotiations and liaison with personnel in the various contributing agencies is essential. (See TAB "A" for sample recruitment request.)

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3. Level at Which Standards Are Applied

Board of National Estimates

Selected personally by the Director of Central Intelligence in consultation with members of the Board.

Estimates Staff

Standards were formerly applied by the Executive Committee and are now applied by its successor organization the O/NE Career Service Board. This group is composed of the Assistant Director, the Vice Chairman of the Board, the Deputy Assistant Director (Adm.), and the Chief of the Estimates Staff.

The O/NE Career Service Board acts only after each member usually, and three members always, has personally interviewed the candidate at least one time. In addition members of the staff with whom he will work and the staff member for whom he will work have talked with him. A preliminary meeting of those with whom the candidate has talked is held before action is formally taken by the O/NE Career Service Board.

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D/Assistant Director/Adm.
National Estimates

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